

<b>POSITION DESCRIPTION</b> <i>(Please Read Instructions on the Back)</i>							1. Agency Position No. 9BG0170		
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location Norfolk, VA		5. Duty Station Norfolk, VA		6. OPM Certification No.	
Explanation <i>(Show any positions replaced)</i>  Transfer from Air Force		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Competitive Level Code C018	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input checked="" type="checkbox"/> 4-Special Sensitive		14. Agency Use 8888	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review		Cruise Missile Program Specialist		GS		2101		15 jro 8/31/2020	
d. First Level Review		Cruise Missile Program Specialist		GS		2101		15	
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position <i>(if different from official title)</i> Technical Director				17. Name of Employee <i>(if vacant, specify)</i>					
18. Department, Agency, or Establishment US Department of Navy				c. Third Subdivision					
a. First Subdivision COMMAND GROUP-CMSA LANT N00				d. Fourth Subdivision					
b. Second Subdivision CMSA LANT NORFOLK, VA 23511				e. Fifth Subdivision UIC: 46298 ORG: N00					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee <i>(optional)</i>					
20. <b>Supervisory Certification.</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i> (b)(6) N0CS, Director Command Support Dept					
Signature		Date		Signature		(b)(6)		Date	
21. <b>Classification/Job Grading Certification.</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position Transportation Series, 2101, Administrative Analysis Grade Evaluation Guide, TS-98, August 1990, General Schedule Supervisory Guide, HRCD-5, June 1998, April 1998					
Typed Name and Title of Official Taking Action (b)(6) Human Resources Specialist, (Classification)				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
(b)(6)									
23. Position Review		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>									
b. Supervisor									
c. Classifier									
24. Remarks Testing Designated Position High Risk									
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>									

# AIR FORCE CORE PERSONNEL DOCUMENT (CPD)

ORGANIZATION: STRATCOM/J00T CPD NUMBER: 9BG0170  
 SUPV LEVEL CODE: 5 COMP LEVEL CODE: 0L6A  
 TARGET GRADE: 15 FLSA: Exempt  
 DRUG TEST: Yes CAREER PROG ID: S  
 SENSITIVITY: Special Sensitive BUS: 8888  
 EMERGENCY ESS: No CENTRALLY MANAGED TYPE: 2  
 KEY POSITION: No POSITION HIST: NSPS Conversion from YA-2101-03  
 Replaces 9B69725

CLASSIFICATION: CRUISE MISSILE PROGRAM SPECIALIST, GS-2101-15  
 DUTY TITLE: TECHNICAL DIRECTOR, Cruise Missile Mission Planning

ORG & FUNC CODE: TAY

1ST SKILL CODE: 100% FKM Transportation Specialist  
 2ND SKILL CODE: xx%  
 3RD SKILL CODE: xx%  
 4TH SKILL CODE: xx%

CLASSIFIED BY:

(b)(6)

CLASSIFIER'S SIGNATURE

*Supv HR Spec (Class)*

29 May 10  
 DATE

SUPERVISOR'S CERTIFICATION: I certify that this CPD is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. The position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and those false or misleading statements may constitute violations of such statutes or their implementing regulations.

(b)(6)

SUPERVISOR'S SIGNATURE

4/14/10  
 DATE

## PERFORMANCE PLAN CERTIFICATION:

Rater/Supv.				
Date				
Reviewer				
Date				
Employee*				
Date				

\*Signature acknowledges receipt. It does not indicate agreement/disagreement.

## PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

AF Form 1003 APR 90 (COMPUTER GENERATED)

Technical Director of the U.S. Strategic Command (USSTRATCOM), Cruise Missile Support Activity, Atlantic (CMSA LANT) ensures U.S. Navy research, development, and acquisition of Tomahawk Land Attack Missile (TLAM) planning system software and hardware is responsive to global attack planning requirements of Commanders of USCENTCOM, USAFRICOM, USSTRATCOM, USSOCOM, USSOUTHCOM, USEUCOM, and USPACOM and other supported commanders, agencies, and activities worldwide. Represents the command with senior staff at U.S. Naval Air Systems Command, Chief of Naval Operations staff, United Kingdom Permanent Joint Headquarters, major defense contractors, Joint Staff, supported Combatant Commands, and other TLAM planning activities. As the technical expert the incumbent is called upon for his expert opinion, insight, advice, and counsel regarding TLAM technical and operational issues. Provides authoritative expertise on matters related to supporting TLAM combat planning, innovative technical solutions to difficult complex problems, and integration of technical policies worldwide. Analyzes complex technical issues affecting TLAM operations worldwide, integrates analysis into recommendations for plans of action that enhance the Combatant Commanders' ability to effectively carry out combat operations.

The incumbent is responsible for making decisions that have significant, far-reaching direct impact to the successful prosecution of supported CCDRs combat operations, CMSA LANT, and across the United States Tomahawk cruise missile mission planning federation, to include coalition partner United Kingdom.

The organizational location of this position is:

USSTRATCOM Cruise Missile Support Activity, Atlantic, NSA Norfolk, VA.

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#### ORGANIZATIONAL GOALS OR OBJECTIVES:

CMSA LANT is a Joint Force Command reporting directly to the Commander (O-8) Joint Functional Component Command for Global Strike (JFCC GS). JFCC GS integrates all elements of military power in support of the USSTRATCOM global missions; synchronizes USSTRATCOM global deterrence capabilities and Department of Defense effects to combat adversary weapons of mass destruction worldwide; provides integrated global strike capabilities to deter and dissuade threats and when directed, defeat adversaries through decisive joint global kinetic and non-kinetic combat effects.

#### USSTRATCOM / CMSA LANT:

- Exercise direct liaison authority with supported U.S. Naval Fleets, Combatant Commanders, and other agencies worldwide to provide TLAM mission planning, technical expertise and related services.
- Execute the technical, operational, and staff responsibilities of USSTRATCOM CMSA LANT's worldwide mission.
  - Plan conventional and nuclear TLAM missions. Coordinate and validate nuclear and conventional TLAM tasking from supported combatant commanders.
  - Distribute TLAM missions and mission support data to command and control nodes, planning and analysis activities, and TLAM firing platforms worldwide.
  - Integrate TLAM expertise into the supported combatant commanders' targeting processes and into the TLAM mission planning system's architecture and acquisition.
  - Train TLAM mission planners, weaponeers, analysts, and operators of TLAM mission planning systems and related equipment.
  - Evaluate TLAM mission planning activities.

Mission and functions are described in USSTRATCOM Strategic Directive 100-2.

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**DUTY 1:****65% Critical**

Ensure U.S. Navy research, development, and acquisition of Tomahawk Land Attack Missile (TLAM) planning system's software and hardware capabilities is responsive to global attack planning requirements for Commanders of USCENTCOM, USAFRICOM, USSOCOM, USSOUTHCOM, USSTRATCOM, USEUCOM, and USPACOM and other supported commanders, agencies, and activities worldwide. Represent the command with senior staff at U.S. Naval Air Systems Command, Chief of Naval Operations staff, United Kingdom Permanent Joint Headquarters, major defense contractors, Joint Staff, supported Combatant Commands, and other TLAM planning activities. Provide authoritative expertise on matters related to supporting TLAM combat planning, innovative technical solutions to difficult complex problems, and formulate technical policy to establish worldwide, standardized procedures.

**STANDARDS:**

- A. Effectively develops future requirements' recommendations necessary to meet worldwide Combatant Commanders' TLAM mission planning requirements.
- B. Successfully influences the international TLAM mission planning federation to support planning system enhancements necessary for Combatant Commanders to effectively include TLAM in combat operations.
- C. Completes the necessary liaison with Naval Air Systems Command program managers for consideration of changes to the TLAM planning system.

**KSA: 1,2,3,4,5****DUTY 2****25% Critical**

Directs the technical activities of four GS-14 department heads and their staffs for the development of planning processes and procedures technically compatible with current TLAM planning system capabilities and future enhancements. Participates with technical agencies supporting the Naval Air Systems Command's TLAM program office to analyze complex technical issues affecting TLAM operations worldwide for the purpose of ensuring standardization of the quality of missions and geospatial products imbedded in the missions.

**STANDARDS:**

- A. High standards of technical quality are achieved in TLAM missions and geospatial products.
- B. Persistent liaison is maintained with the technical community to facilitate technical and operational worldwide standardization.
- C. TLAM mission planning processes align with planning system capabilities, present and anticipated in future software releases.

**KSA: 1,2,3,6**

**DUTY 3:****15% Critical**

Advisor to the Commander, CSMA LANT providing expert strategic advice relevant to the responsibilities of CSMA LANT and the processes used in TLAM mission planning. Oversees the CSMA's participation in test activities related to TLAM mission planning. Writes and reviews high level documents related to all functions supporting TLAM mission planning and providing technical input to Department of Defense agencies and DoD contractors. Engages with personnel from agencies such as the National Geospatial and Intelligence Agency, the National Reconnaissance Office, Johns Hopkins Applied Physics Lab, and major contractors of the mission planning system, Boeing, BAE North America, Comglobal, SAIC.

**STANDARDS:**

- A. Effectively oversees test activities to the advantage of TLAM mission planning improvements.
- B. Effectively completes major command staff work including detailed review of high level documents, plans, and procedures.
- C. Actively engages with national agencies and activities to maintain the technical advantages of a tactical, precision weapon system.

**KSA: 1,2,3,4,5,6**

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**RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSA):**

1. Expert knowledge of current and future designs of the Tomahawk Command and Control System architecture related to navigation and geospatial data processes associated with TLAM planning. Proficient knowledge of imagery and geospatial acquisition systems and comprehension of complex data technologies and related computer architectures supporting the TLAM mission planning processes. Ability to influence future TLAM planning system architecture plans.
2. Expert knowledge of the integration of the technical and military operational capabilities required to support planning for major weapon systems' employment in order to provide expert strategic advice and information relevant to the activities and responsibility of CSMA LANT. Expert knowledge of the use and integration of TLAM and other aeronautical weapons systems in a combat environment that includes route planning, weaponeering, mission distribution, and execution processes and procedures.
3. Expert knowledge of the authorities, constraints, and functions of U.S. Naval Air Systems Command program managers, supported Combatant Commands, Joint Staff, Chief of Naval Operations staff, and the United Kingdom's Permanent Joint Headquarters and their relation to TLAM planning and combat operations. Understanding of the Combat Air Operations Centers integration and synchronization applicable to TLAM operations.
4. Expert knowledge of weapon systems complimentary to TLAM and air to ground combat tactical considerations applicable to TLAM. Expert knowledge of primary flight techniques for low/high level aircraft route planning, integration with other aeronautical weapons systems in a combat environment, aircraft combat tactics, and defensive maneuvering to defeat enemy threats in order to carry out TLAM planning.

5. Ability to engage independently with senior officials, to justify, defend, negotiate, and offer expert advice involving significant and often controversial issues. Ability to communicate complex technical issues orally and in writing, perform effectively in nuanced environments internally and externally, comprehend the political sensitivity of information, policies, and personalities, and negotiate outcomes that require influencing others to follow a particular course of action. Ability in meetings and conferences to negotiate with collegiality, diplomacy, and the forcefulness required to solve problems and settle disagreements of significant operational impact.

6. Knowledge of Commander Operational Test Force and Evaluation's responsibilities and authority with respect to TLAM operational testing. Ability to analyze complex TLAM technical issues and planning scenarios, formulate recommendations, and initiate changes to enhance processes.

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**CLASSIFICATION CRITERIA: Factor 1, Knowledge Required By the Position****Factor 1, Knowledge Required By the Position****Level 1-8 1550 Points**

The incumbent is required to have expert knowledge of cruise missile mission planning including a mastery of multiple different route planning system segments, techniques used in a tactical low level flight environment, and aerodynamics and aerial navigation systems as they relate to cruise missiles. A mastery of the use of the principles of photogrammetry is required, including expertise of the various reconnaissance collection systems and their products. The incumbent must have a comprehensive understanding of the organization, functions, and operational roles of USSTRATCOM, USAFRICOM, USCENTCOM, USSOCOM, other combatant commands, and various military departments and DoD agencies. Also, the incumbent must have the expertise to work with program managers of major TLAM planning system contractors and program managers from the Naval Air Systems Command. The incumbent must have had experience on a major command staff as a senior staff officer and been previously qualified as a TLAM Mission Planner. The incumbent's expertise is required to develop new policies and procedures that will be promulgated worldwide to military elements of the United States and United Kingdom.

**Factor 2, Supervisory Controls****Level 2-5 650 Points**

The incumbent is provided only the broadest administrative direction and is expected to independently create and complete technical projects whose implementation will enhance the integration of the cruise missile capabilities into Combatant Commanders' operations. Planning system improvements and other self created tasks are instigated by personal collaboration with U.S. military planning elements, the United Kingdom planning activity, and Naval Air System Command program managers. The incumbent is a technical authority responsible for significant operational programs and functions with international implications. The supervisor accepts work as technically authoritative and normally without significant change.

**Factor 3, Guidelines****Level 3-5 650 Points**

The incumbent is the technical authority with no specific guidelines to follow except those established within the Tomahawk cruise missile program for the operational use of the missile by worldwide Combatant Commanders. The incumbent develops or approves procedures and processes for specific work areas with the expectation that they will become planning policy for the international community of commands that are elements of the cruise missile planning federation. The incumbent is recognized as the technical authority by all levels of command including staff and senior management of multiple military activities both foreign and domestic and has the latitude to determine the intent of any guidance that may be provided by military services, joint organizations, and national agencies.

**Factor 4, Complexity****Level 4-6 450 Points**

The work consists of many, varied technical activities dealing with broad functions of one of the most sophisticated mission planning systems in existence. The work requires continuing efforts, some spanning years, with many shorter term efforts which require establishing or defining requirements. What needs to be done is usually undefined, but has important international implications as planning systems' future capabilities must be consistent with future operational requirements. Technical difficulty may often be exceptional, and the ability to consult with program managers of major commercial contractors and scientific laboratories is required; as well as, consult within the international community of military planners using the Tomahawk cruise missile.

**Factor 5, Scope and Effect****Level 5-6 450 Points**

The incumbent's work is exceptionally sensitive and relates to issues considered critical to national security and have associated global political sensitivities. Work involves completing broad and extensive projects of interest to the DoD at the national level and of interest to allied governments. The incumbent's work affects large numbers of people on a long term, continuing basis. The incumbent's work ensures that operational requirements of worldwide military agencies are satisfied. The ability of coalition forces to effectively prosecute kinetic operations worldwide is directly dependent on the incumbent's work.

**Factor 6, Personal Contacts****Level 4-D 330 Points**

The incumbent makes regular contacts outside of the employing agency with representatives of major civilian industry, national scientific laboratories, Combatant Commanders, Naval Air Systems Command, and other national or international agencies. Contacts are usually made with senior managers or program managers of these organizations. Contacts may be through a variety of methods including structured or unstructured settings. Contacts are sometimes difficult to arrange with the role and the authority of the other party unclear.

**Factor 7, Purpose of Contacts****Level**

The purpose of contacts is to justify, defend, negotiate, or settle matters involving significant, often controversial, issues of considerable consequence. The incumbent is an active participant in conferences, meetings, and informal contacts for the purpose of achieving solutions satisfactory to the incumbent in the context of meeting mission objectives. Personnel contacted usually have diverse views, goals, or objectives requiring the incumbent to achieve compromise solutions or suitable alternatives.

**Factor 8, Physical Demands****Level 8-1 5 Points**

The work is primarily sedentary; however, some walking, standing, and climbing of stairs are required because of the physical location of computer facilities. An elevator is available for the handicapped. Carrying of light loads of papers, books, reports, and other reference materials needing only moderate physical ability and stress may be required.

**Factor 9, Work Environment****Level 9-1 5 Points**

The work is performed in Sensitive Compartmented Information Facility (SCIF) computer hardware spaces which has no windows. The CMSA normally operates 12 hours per day, five days per week, which may be extended to a seven day/ 24 hour schedule as the mission requires. The ability to work overtime is required. Travel is required from time to time within the United States, to European countries, and to war zones as required.

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**Other significant facts pertaining to this position are:**

1. Security Clearance. It is necessary for the incumbent to be a U. S. Citizen and possess a TOP SECRET clearance with access to Sensitive Compartmented Information (SCI).
  2. Experience as a major command staff officer, military aviation experience, and significant technical experience is required.
  3. This is a drug designated position. The incumbent is subject to random testing for drug use.
  4. Work will require travel away from the normal duty station on military or commercial aircraft.
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**CLASSIFICATION SUMMARY:****CLASSIFICATION STANDARDS USED:** 4090 Points**Series and Title Determination:** 2101, Cruise Missile Program Specialist**Grade Level Determination:** GS-15**Final Classification:** GS-2101, Cruise Missile Program Specialist**CLASSIFICATION STANDARD(S) USED:**

Office of Personnel Management (OPM) Position Classification Standard (PCS) for Miscellaneous Administration and Program Series, GS-301, TS-34, Jan 79; OPM PCS for Administrative Analysis Grade-Evaluation Guide, TS-98, Aug 90.



This website uses features which update page content based on user actions. If you are using assistive technology to view web content, please ensure your settings allow for the page content to update after initial load (this is sometimes called "forms mode"). Additionally, if you are using assistive technology and would like to be notified of items via alert boxes, please [follow this link to enable alert boxes for your session profile](#).

U.S. OFFICE OF PERSONNEL MANAGEMENT

This page can be found on the web at the following url:

<http://www.opm.gov/investigate/resources/position/Summary.aspx?agency=U.S.%20STRATEGIC%20COMMAND%20/%20CMSA%20LANT&postitle=TECHNICAL%20DIRECTOR&gradeseries=GS-2101-15&posdesc=9BG0170&username=Keith%20C.%20Watkins,%20J00M,%20Resourcee%20Mgmt%20Director&adjpoints=1000&step1a=specialSensitive&specifySec1=&selectedSub1=0,1,&sec4Comment=>

FEDERAL INVESTIGATIVE SERVICES

## Position Designation of National Security and Public Trust Positions

### *Position Designation Record*

<b>Agency</b>	<b>U.S. STRATEGIC COMMAND / CMSA LANT</b>
<b>Position Title</b>	<b>CRUISE MISSILE PROGRAM SPECIALIST</b>
<b>Series and Grade/Pay Band</b>	<b>GS-2101-15</b>
<b>Position Description Number</b>	<b>9BG0170</b>

Nature of the Position	
<b>Special-Sensitive-</b> Positions with the potential to cause inestimable damage to the national security, including:	
<ul style="list-style-type: none"><li>• Access to Sensitive Compartmented Information (SCI)</li><li>• Access to any other intelligence-related Special Sensitive information or involvement in TS Special Access Programs (SAP)</li></ul>	

Designation Level	National Security	
	Investigation	Form Required

<b>Tier 3</b>	<b>SSBI</b>	<b>SF 86</b>
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(b)(6)

Signature: \_\_\_\_\_

Date: 10/9/2012

(b)(6)

Name: \_\_\_\_\_

Joom, Resource MgmtDirector

U.S. Office of Personnel Management

1900 E Street, NW, Washington, DC 20415 | (202) 606-1800 | TTY (202) 606-2532

USSTRATCOM



JFCC-GS



J00T

TECHNICAL DIRECTOR  
GS-2101-15  
4805 PSN # 38102

J00

COMMANDER CRUISE MISSILE SUPPORT ACTIVITY  
, ATLANTIC

USN/O6/CAPT-1050  
5252 PSN # 8225

J01

DEPUTY COMMANDER  
CRUISE MISSILE SUPPORT ACTIVITY,  
ATLANTIC

USN/O5/CDR-1300  
91913 Position # 8228

J00M

RESOURCE MANAGEMENT  
DIRECTOR  
GS-0343-13  
4806 / PSN # 38103

RESOURCE MANAGEMENT  
DEPUTY  
USAF/O3/Capt-65F  
0878 / PSN # 30019

RESOURCE  
ASSISTANT  
USN/E5/YN2  
1313592/PSN#34591

EXECUTIVE ASSISTANT  
USN/E6/YN1  
694722/PSN#36010

DIRECTORATES  
J2, J3, J6, J7

STUDENT TRAINEE  
PROGRAM ANALYST  
GS-0399-4/5  
FY12 SCEP

		Manpower					
		O/E	CIV	FTE	INT	TOT	
J00	3/2	2	0	0	1	8	
J2	0/4	4	0	0	0	8	
J3	3/4	13	0	0	0	20	
J6	1/6	4	11	1	1	24	
J7	1/0	6	0	0	0	7	
TOT	8/16	30	11	2	66		

# USSTRATCOM / CMSA LANT

## J00 COMMAND GROUP



**U.S. FLEET FORCES COMMAND**  
**HUMAN RESOURCES**  
*Servicing the Fleet*

HRO Norfolk/Stennis Satellite  
HRO PNSY  
HRO NNSY  
HRO MSC

**FAIR LABOR STANDARDS ACT DETERMINATION**

This worksheet must be used in conjunction with the complete FLSA guidance found 5 CFR 551.  
For each exemption, check all applicable categories. If the position meets any of the criteria noted below, the position is Exempt and not covered by the Fair Labor Standards Act (FLSA).

PD NUMBER	PP/SERIES/GRADE	TITLE	COMMAND/UIC
9BG0170	GS-2101-15	Technical Director	46298

**FOREIGN EXEMPTION (See CFR 551.104)**

Exempt area means any foreign country, or any territory under the jurisdiction of the United States, other than Puerto Rico, Guam, The District of Columbia a State of the United States, the U.S. Virgin Islands, Midway Atoll, Palmyra, American Samoa, Wake Island, Johnson Island, Commonwealth of Northern Mariana Island and the Outer Continental Shelf Islands.

CHECK ALL  
THAT  
APPLY ☒

**EXECUTIVE EXEMPTION ( See 5 CFR 551.205)**

- ☒ Exercises appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function AND  
☒ Customarily and regularly directs 2 or more employees, AND  
☒ Has authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have particular weight. (All three conditions must apply to meet this exemption).

Note: Shared supervision or "matrix management" responsibility for a project team does not meet the above criteria. Limited "assistant manager" functions or "acting in the absence" of the manager does not meet the above criteria.

**ADMINISTRATIVE EXEMPTION (See 5 CFR 551.206)**

- ☐ Primary duty is the performance of office or non-manual work directly related to the management or general business operations of the employer/employer's customers AND  
☐ The primary duty requires the exercise of discretion and independent judgment on matters of **significance**. Must be *more* than skill in applying well-established techniques, procedures, or standards. (Both conditions must apply to meet this exemption).

Consider whether the incumbent has the authority to make independent choices free from immediate direction or supervision on such things as:

- Formulating, affecting, interpreting, or implementing management policies, operating practices
- Committing the employer in matters with significant impact
- Waiving or deviating from establishes policies/procedures without prior approval
- Negotiating/binding the organization on significant matters
- Carrying out major assignments in conducting organizational operations
- Performing work that affects operations to a substantial degree
- Providing consultation or expert advice to managements involved in planning long- or short-term organizational objectives
- Investigating and resolving significant matters on behalf of management
- Representing the organization in handling complaints, arbitrating disputes, or resolving grievances.
- Planning long- or short-term organizational objectives
- Investigating and resolving significant matters on behalf of management
- Representing the organization in handling complaints, arbitrating disputes, or resolving grievances.

**PROFESSIONAL EXEMPTION ( See 5 CFR 551.207)**

Primary duty must be the performance of work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction requiring invention, imagination, originality, or talent in a recognized field of artistic or creative endeavor.

<b>LEARNED PROFESSIONAL (See 5 CFR 551.208)</b>			
Primary duty must be the performance of work requiring: <b>Advanced Knowledge</b> (cannot be attained at the high school level). Work: <ul style="list-style-type: none"> <li><input type="checkbox"/> Is predominately intellectual in character.</li> <li><input type="checkbox"/> Requires exercise or discretion and judgment.</li> <li><input type="checkbox"/> Uses advanced knowledge to analyze, interpret, or make deductions from varying facts/circumstances.</li> </ul> <b>Field of science or learning includes:</b> Traditional profession of law, medicine and pharmacy, theology, accounting, engineering and architecture, teaching, various types of physical, chemical, and biological sciences.  <b>Prolonged course of specialized intellectual instruction</b> , where specialized academic training is a standard prerequisite for entrance into the profession. <input type="checkbox"/> Possession of appropriate academic degree.  Even if a position requires an academic degree the position is still non-exempt <b>unless the position requires exercise of discretion &amp; independent judgment on matters of significance.</b>			
<b>CREATIVE PROFESSIONAL (See 5 CFR 551.209)</b>			
Primary duties must be work performance requiring invention, imagination, originality or talent in a recognized artistic field (music, writing, etc.) and does not typically include newspapers or other media work <i>or work subject or control by the organization.</i>  Note: This requirement is generally met by actors, writers, musicians, composers, conductors, and soloists; painters who, at most, are given the subject matter of their work and writers who choose their own subjects and hand in a finished piece of work to their employers. Determinations are made on a case-by-case basis.			
<b>COMPUTER PROFESSIONAL (See 5 CFR 551.210)</b>			
Must meet the salary test and perform such duties as systems analysis, computer programming/system design, software engineers, or program/system testing, documentation, and modification. Computer manufacture or repair of computer hardware and related equipment is excluded (non-exempt work).			
<b>FLSA DESIGNATOR'S NAME</b>	<b>SIGNATURE</b>	NON-EXEMPT <input type="checkbox"/> EXEMPT <input checked="" type="checkbox"/>	<b>DATE</b>
(b)(6)	(b)(6)		
<b>Specialist comments:</b>			

Note: Please review all applicable settlement agreements for the UIC for which this position resides.

## Helpful Links

Electronic Code of Federal Regulations site and review the 5 CFR 551

[https://ecfr.io/Title-05/cfr551\\_main](https://ecfr.io/Title-05/cfr551_main)

FLSA appeal claims.

<https://www.opm.gov/policy-data-oversight/pay-leave/claim-decisions/fair-labor-standards-act/>

Foreign Exemption

<https://www.opm.gov/policy-data-oversight/pay-leave/claim-decisions/fair-labor-standards-act/foreignexemption.pdf>